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Weekly Report for Week Ending 18 November 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

[Redacted]

25X1

25X1

b. Report on TDY, [Redacted]

Completed report sent to Support Staff, NE Division, DD/P.  
Information copy of report circulation to Records Management  
Staff. Project closed.

2. Assignments

a. Shelf Filing (Duffey)

(1) OP/Records and Services/Test Installation

25X1

(2) [Redacted] New York Office

(3) Security/Building 13

(4) OTR/Operations School/Headquarters Training

25X1

(5) [Redacted]

No change since previous report.

(6) Office of Communications/TIT Staff

During installation of shelving the metal dividers  
originally ordered were found to be too small. Arrangements  
were made with the local office of the vendor for delivery of  
the correct size on an even exchange basis. Completion  
of installation will be delayed for about 3 weeks while waiting  
for this shipment.

b. Filing Systems

(1) Management Staff, O&M (DD/S) [Redacted]

25X1

First phase of installation is underway. Administrative  
files are being separated from the Survey and case files.

~~CONFIDENTIAL~~c. Records Control Schedules

- 25X1 (1) Executive Registry [ ] 25X1
- 25X1 (2) FI Staff [ ]
- 25X1 (3) OCI [ ]
- 25X1 (4) [ ]

d. Special Projects

- 25X1 (1) SSA/DD/S [ ]
- (2) DD/P Support Records [ ] 25X1
- (3) Predecessor Agency Records [ ] 25X1
- (4) Refresher Training Workshops in Filing [ ] 25X1

Successfully completed second workshop on 16 Nov. Another 40 File Supervisors and Clerks (GS 4 thru 11) attended. These were from DD/I. The final workshop is scheduled for 7 Dec for DD/P. Follow-up calls show that the special announcement we sent to [ ] has been given wide DD/P distribution with good effect. 25X1

- (5) Revision of Notices on Filing Equipment and Supplies [ ] 25X1
- (6) Bulletin on Records Center and Revised Form No. 140 [ ] 25X1
- (7) Records Center Article for Support Bulletin [ ] 25X1
- (8) Follow-up on Unused Safes [ ] 25X1
- (9) Records Management Survey, Real Estate and Construction Division, Office of Logistics [ ] 25X1

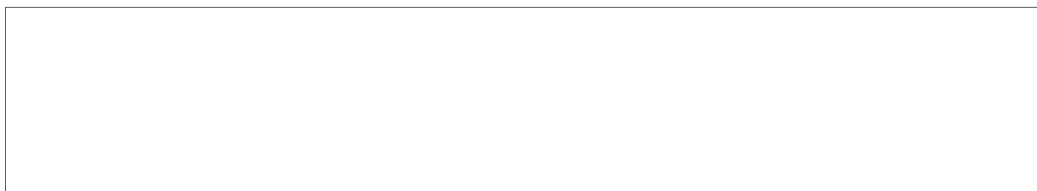
Inventory of Records Holdings has been completed. Proposals were developed from this inventory. They have been presented to and accepted by the Chief, RE & CD. These proposals encompass a complete reorganization of the records of the Division and revised systems and procedures for obtaining real estate information [ ] 25X1

- (10) Report on TDY, [ ] 25X1

The report has been submitted to the Support Staff, NE, and a copy for Staff information is in circulation. Project complete. See contributions 1 b. above.

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25X1


(12) Transfer of Certain Captured German Documents from State Department and National Archives to CIA 

25X1


25X1

(13) Records of President's Advisory Committee on Political Refugees 

25X1

(14) DDP/PP Staff 

Survey continues, including material at the Records Center and in VM.

(15) Survey of Headquarters for Herring Hall-Marvin Safes 

25X1


25X1

(16) Transfer of Records Disposition Forms from Branch to BSO Stock 

*new*  
Increased activity in DD/P and added responsibility given ARO's of DD/S and DD/I prompts a wider routine distribution thru Agency supply channels of the following Records Disposition Forms:

Form No. 138, Records Survey Work Sheet  
Form No. 139, Records Control Schedule  
Form No. 139a, Records Control Schedule- Continuation Sheet  
Form No. 738, Records Control Schedule Cover

25X1

e. Vital Material 

(1) Received inquiry from Logistics regarding VM Deposit of Military Procurement Specifications and GSA Specifications. Checked with GSA and they already have VM deposits covering the Agency's needs. Checked with Defense Department and they will check with 3 major services and notify us.

(2) Working on material for Briefing on VM to be delivered by Professor in OTR Course on War Plans.

25X1

f. Microfilming 

Microfilming continues in OCR/IR and OCR/GR.

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g. Training

25X1

- a. [ ] attended the DD/I Filing Workshop to determine program modifications to suit special needs of DD/P personnel at next session. He also reported [ ] recommending that they send as many file supervisors as possible to the Workshop.

25X1

3. News

25X1

- a. [ ] is on Sick Leave this week.

*News*

- b. OTR Records Officer reports the destruction this month of 30 cu. ft. of records in the Assessment and Evaluation Staff and 55 cu. ft. of records in the Operations School at headquarters.

25X1

- c. [ ] assisted all day with the DD/I Filing Workshop and Clinic.

25X1

